

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SPEECH AND LANGUAGE PATHOLOGIST MANAGER

JOB DESCRIPTION

Employees in this job direct the work of speech and language pathologists. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations as needed. The work requires thorough knowledge of the policies, procedures, and regulations of speech and language pathology programs, supervisory techniques, and personnel policies and procedures.

There is one classification in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Speech and Language Pathologist Manager 2

Speech and Language Pathologist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

SPEECH AND LANGUAGE PATHOLOGIST MANAGER

PAGE NO. 2

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, directs, and implements new speech and language pathology programs that provide services to residents of state facilities.

Develops policies, administers services, establishes procedures, and maintains standards for clinical speech and pathology programs.

Directs and participates in evaluations, diagnoses, and the development of treatment plans for residents with speech handicaps; provides assistance to subordinate speech and language pathologists in resolving special clinical problems.

Coordinates the clinical speech and language pathology program with other resident and health care programs.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and techniques of speech and aphasia therapy.

Considerable knowledge of the pathology of speech and hearing disorders.

Considerable knowledge of instructional methods used in the work.

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to plan individualized treatment programs and administer therapeutic exercises.

Ability to plan and conduct training workshops, classes, and meetings.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

SPEECH AND LANGUAGE PATHOLOGIST MANAGER

PAGE NO. 3

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in speech and language pathology, audiology, or speech-language and hearing science.

Experience

Two years of experience equivalent in responsibility to a Speech and Language Pathologist P11.

Special Requirements, Licenses, and Certifications

A Certificate of Clinical Competence or a Statement of Equivalence in either speech pathology or audiology from the American Speech-Language Hearing Association is required.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
SPELNGMGR	Speech-LanguagePathlgst Mgr

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Speech-Language Patholgst Mgr-2	SPLGMGR2	NERE-142

ECP Group Three
8/20/2000
HET/VLWT/MBK